

National Student Loan Data System

Exit Counseling Completion Results Report File Layouts for Schools (EXTC01)

January 6, 2011

1.0 NSLDS Exit Counseling Completion Results Report for Schools (EXTC01)

Exit Counseling Completion Results Report (EXTC01) provides school users a report of students who have completed exit counseling for the requesting school during a designated timeframe. Output results contain the student's demographic data including reported addresses for employer, references, and next of kin, as well as the media type, source, and completion date and time of the exit counseling. This report can be requested Ad-hoc through the predefined list of school reports from the REPORTS tab of the NSLDS Professional Access Web site, or as an automatic Scheduled Report from the School Profile link of the ORG tab of the NSLDS Professional Access Web site.

Ad-hoc Report:

The user will choose an output Type of Report or Extract. With the Extract option, the user will select either Standard (Fixed Width) or Comma Delimited in either the NSLDS or the Direct Loan format. The asterisk (*) in the School Branch ID field will retrieve all exit counseling information for students from all branch campuses of the six-digit school OPE-ID who completed Exit Counseling. To receive data for a single school branch, enter the two-digit branch code in the School Branch ID field. The user may designate a date range or leave the defaulted dates to receive all time periods. The user will also choose a sort order of SSN or Last Name, First Name. The processed data is sent to the SAIG mailbox associated with the NSLDS User ID requesting this report. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

Scheduled Report:

The user will choose to create an output Type of Fixed Width, Comma Delimited or Report. With the Fixed Width and Comma Delimited options, the user will select either the NSLDS or the Direct Loan format. The user can also request all records for all School Branch IDs associated with the user, or request only those records associated with the user's particular School Branch ID. The frequency of the report will determine the schedule when the output will be automatically generated and sent to the selected SAIG Mailbox. Additional hints for printing the report in Microsoft Word format are available in the Report List Help page.

This document contains the layouts for the header, detail records, and trailer for the Fixed Width extract versions of the output, and the detail records for the Comma Delimited extract versions of the output. Each fixed width extract (NSLDS or Direct Loan format) version of the report requested online will generate one header record, one or more detail records, and one trailer record. There are no header or trailer records associated with the comma delimited extract (NSLDS or Direct Loan format) version of the output.

The record layout table contains the position, the data element name, description, field format, and length as they will appear on the fixed width extract. It also contains the data element name, description and field format as they will appear on the comma delimited extract file. Each version of the report requested online will generate one or more detail records.

2.0 Exit Counseling Results Report Record Layouts for Schools

The following layouts can be found below:

- NSLDS Format – Fixed Width
- NSLDS Format – Comma Delimited
- Direct Loan Format – Fixed Width
- Direct Loan Format – Comma Delimited

2.1 NSLDS Format – Fixed Width

The following represents the file layout for a fixed width extract in NSLDS format:

NSLDS Exit Counseling Header Record

Length = 1319

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'0' – Represents Header.	Char.	1
2	41	Header Title	Value 'EXIT COUNSELING COMPLETION'.	Char.	40
42	47	Report ID	Identifier of report. Value 'EXTC01'.	Char.	6
48	53	School ID	Code of the school six-digit OPE-ID for the user requesting the report.	Char.	6
54	55	School Branch ID	Code for the two-digit OPE-ID school branch requested. If all school branch campuses are selected (*), this field displays as “%%”.	Char.	2
56	63	Begin Date	Lower end of date range.	Date	8
64	71	End Date	Upper end of date range.	Date	8
72	80	SSN	Social Security Number of student being reported on. If all SSNs are selected (*), this field displays as “%%%%%%%%”.	Char.	9
81	81	Submittal Report Extract Type	'C' = Comma delimited. 'E' = Standard extract data file.	Char.	1
82	89	Submittal Date	Date which the report request is submitted. Format CCYYMMDD.	Date	8
90	95	Submittal Time	Time which the Loan Discharge Report request is submitted. Format HHMMSS.	Time	6
96	1319	Filler	Attribute to complete record length.	Char.	1224

NSLDS Exit Counseling Detail Record

Length = 1319

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'1' – Represents Detail.	Char.	1
2	10	Student SSN	Student Social Security Number.	Char.	9

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
11	45	Student First Name	Student First Name.	Char.	35
46	80	Student Middle Initial	Student Middle Initial.	Char.	35
81	115	Student Last Name	Student Last Name.	Char.	35
116	123	Student DOB	Student Date of Birth.	Date	8
124	188	School Name	School Branch Name.	Char.	65
189	194	School ID	School OPE-ID Code.	Char.	6
195	196	School Branch ID	School OPE-ID Branch Code.	Char.	2
197	204	Completion Date	Date the student completed their exit counseling session. CCYYMMDD	Date	8
205	208	Completion Time	Time the student completed their exit counseling session. HHMM	Time	4
209	209	Media Type	Code indicating how the student performed their exit counseling. P = Paper E = Electronic	Char.	1
210	210	Source	Code indicating where the data is coming from. I = NSLDS E = School	Char.	1
211	240	DL Number	Student's drivers license number.	Char.	30
241	242	DL State	State in which the student's driver license was issued.	Char.	2
243	282	Street Address 1	Line 1 of student's current address.	Char.	40
283	322	Street Address 2	Line 2 of student's current address.	Char.	40
323	352	City	City of student's current address.	Char.	30
353	354	State	State of student's current address.	Char.	2
355	356	Country	Country of student's current address.	Char.	2
357	373	Zip Code	Zip or postal code of student's current address.	Char.	17
374	385	Phone Number	Telephone number of student's current address.	Char.	12
386	513	Email Address	Email address of student.	Char.	128
514	573	Name	Employer of the student.	Char.	60
574	613	Street Address 1	Line 1 of student's employer.	Char.	40
614	653	Street Address 2	Line 2 of student's employer.	Char.	40
654	683	City	City of student's employer.	Char.	30

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
684	685	State	State of student's employer.	Char.	2
686	687	Country	Country of student's employer	Char.	2
688	704	Zip Code	Zip code of student's employer.	Char.	17
705	716	Phone Number	Telephone number of student's employer.	Char.	12
717	751	First Name	First name of next-of-kin.	Char.	35
752	786	Last Name	Last name of next-of-kin.	Char.	35
787	826	Street Address 1	Line 1 of next-of-kin.	Char.	40
827	866	Street Address 2	Line 2 of next-of-kin.	Char.	40
867	896	City	City of next-of-kin.	Char.	30
897	898	State	State of next-of-kin.	Char.	2
899	907	Zip Code	Zip code of next-of-kin.	Char.	9
908	917	Phone Number	Telephone number of next-of-kin.	Char.	10
918	952	First Name	First name of first reference.	Char.	35
953	987	Last Name	Last name of first reference.	Char.	35
988	1027	Street Address 1	Line 1 of first reference.	Char.	40
1028	1067	Street Address 2	Line 2 of first reference.	Char.	40
1068	1097	City	City of first reference.	Char.	30
1098	1099	State	State of first reference.	Char.	2
1100	1108	Zip Code	Zip code of first reference.	Char.	9
1109	1118	Phone Number	Telephone number of first reference.	Char.	10
1119	1153	First Name	First name of second reference.	Char.	35
1154	1188	Last Name	Last name of second reference.	Char.	35
1189	1228	Street Address 1	Line 1 of second reference.	Char.	40
1229	1268	Street Address 2	Line 2 of second reference.	Char.	40
1269	1298	City	City of second reference.	Char.	30
1299	1300	State	State of second reference.	Char.	2
1301	1309	Zip Code	Zip code of second reference.	Char.	9
1310	1319	Phone Number	Telephone number of second reference.	Char.	10

NSLDS Exit Counseling Trailer Record

Length = 1319

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	1	Record Type	'9' – Represents Trailer Record.	Char.	1
2	10	Record Count	Total count of records.	Num.	9
11	1319	Filler	Attribute to complete record length.	Char.	1309

2.2 NSLDS Format – Comma Delimited

The following represents the file layout for a comma delimited extract in the NSLDS format. Fields with the potential of containing commas will be bound in double quotes in the results:

NSLDS Exit Counseling Record

Data Element	Description	Field Format
Student SSN	Student Social Security Number.	Char.
Comma	Comma	Char.
Student First Name	Student First Name.	Char.
Comma	Comma	Char.
Student Middle Initial	Student Middle Initial.	Char.
Comma	Comma	Char.
Student Last Name	Student Last Name.	Char.
Comma	Comma	Char.
Student DOB	Student Date of Birth.	Date
Comma	Comma	Char.
School Name	School Branch Name.	Char.
Comma	Comma	Char.
OPEID	School Code/School Branch Code.	Char.
Comma	Comma	Char.
Completion Date	Date the student completed their exit counseling session. CCYYMMDD	Date
Comma	Comma	Char.
Completion Time	Time the student completed their exit counseling session. HHMM	Time
Comma	Comma	Char.
Media Type	Code indicating how the student performed their exit counseling. P = Paper E = Electronic	Char.
Source	Code indicating where the data is coming from. I = Internal E = External	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
DL Number	Student's drivers license number.	Char.
Comma	Comma	Char.
DL State	State in which the student's drivers license was issued.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of student's current address	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of student's current address.	Char.
Comma	Comma	Char.
City	City of student's current address.	Char.
Comma	Comma	Char.
State	State of student's current address.	Char.
Comma	Comma	Char.
Country	Country of student's current address.	Char.
Comma	Comma	Char.
Zip Code	Zip or postal code of student's current address.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's current address.	Char.
Comma	Comma	Char.
Email Address	Email Address of student.	Char.
Comma	Comma	Char.
Name	Employer of the student.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of student's employer.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of student's employer.	Char.
Comma	Comma	Char.
City	City of student's employer.	Char.
Comma	Comma	Char.
State	State of student's employer.	Char.
Comma	Comma	Char.
Country	Country of student's employer.	Char.
Comma	Comma	Char.
Zip Code	Zip code of student's employer.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Phone Number	Telephone number of student's employer.	Char.
Comma	Comma	Char.
First Name	First name of next-of-kin	Char.
Comma	Comma	Char.
Last Name	Last name of next-of-kin	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of next-of-kin.	Char.
Comma	Comma	Char.
City	City of next-of-kin.	Char.
Comma	Comma	Char.
State	State of next-of-kin.	Char.
Comma	Comma	Char.
Zip Code	Zip code of next-of-kin.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of next-of-kin.	Char.
Comma	Comma	Char.
First Name	First name of first reference.	Char.
Comma	Comma	Char.
Last Name	Last name of first reference.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of first reference.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of first reference.	Char.
Comma	Comma	Char.
City	City of first reference.	Char.
Comma	Comma	Char.
State	State of first reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of first reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of first reference.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
First Name	First name of second reference.	Char.
Comma	Comma	Char.
Last Name	Last name of second reference.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of second reference.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of second reference.	Char.
Comma	Comma	Char.
City	City of second reference.	Char.
Comma	Comma	Char.
State	State of second reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of second reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of second reference.	Char.

2.3 Direct Loan Format – Fixed Width

The following represents the file layout for a fixed width extract in Direct Loan format:

DL Exit Counseling Header Record

Length = 710

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	10	Header Record Identifier	Identifies record as a header record. Must be “DL HEADER ”. Uppercase and left-justified with one blank position after DL and one blank position after HEADER.	Char.	10
11	14	Data Record Length	Indicates length of the data record (right-justified). Must be “0710”.	Char.	4
15	22	Message Class	File name recognized by NSLDS. Must be “EXITFFOP”.	Char.	8
23	25	Filler	Blank values.	Char.	3
26	40	School ID and Report Identifier	Six-digit school code followed by “-EXIT-CSL” (e.g., 123456-EXIT-CSL).	Char.	15
41	45	Filler	Blank values.	Char.	5

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
46	53	Created Date	The date when the report was created. CCYYMMDD	Date	8
54	59	Created Time	The time when the report was created. 000000–235959 HHMMSS HH = 00–23 MM = 00–59 SS = 00–59	Time	6
60	710	Filler	Attribute to complete record length.	Char.	651

DL Exit Counseling Detail Record

Length = 710

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	9	Student SSN	Student Social Security Number.	Char.	9
10	17	Student DOB	Student Date of Birth. CCYYMMDD	Date	8
18	33	Student Last Name	Student Last Name.	Char.	16
34	45	Student First Name	Student First Name.	Char.	12
46	46	Student Middle Initial	Student Middle Initial.	Char.	1
47	54	Completion Date	Date the student completed their exit counseling session. CCYYMMDD	Date	8
55	62	Completion Time	Time the student completed their exit counseling session. HHMMSSNN	Time	8
63	65	Borrower's acknowledgement of rights and responsibilities.	Yes or No.	Char.	3
66	90	Street Address 1	Line 1 of student's current address.	Char.	25
91	115	Street Address 2	Line 2 of student's current address.	Char.	25
116	131	City	City of student's current address.	Char.	16
132	133	State	State of student's current address.	Char.	2
134	142	Zip Code	Zip or postal code of student's current address.	Char.	9
143	152	Phone Number	Telephone number of student's current address.	Char.	10
153	154	DL State	State the student's drivers license was issued in.	Char.	2
155	174	DL Number	Student's drivers license number.	Char.	20

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
175	199	Name	Employer of the student.	Char.	25
200	224	Street Address 1	Line 1 of student's employer.	Char.	25
225	249	Street Address 2	Line 2 of student's employer.	Char.	25
250	265	City	City of student's employer.	Char.	16
266	267	State	State of student's employer.	Char.	2
268	276	Zip Code	Zip code of student's employer.	Char.	9
277	286	Phone Number	Telephone number of student's employer.	Char.	10
287	311	Name	Name of first reference.	Char.	25
312	336	Street Address 1	Line 1 of first reference.	Char.	25
337	361	Street Address 2	Line 2 of first reference.	Char.	25
362	377	City	City of first reference.	Char.	16
378	379	State	State of first reference.	Char.	2
380	388	Zip Code	Zip code of first reference.	Char.	9
389	398	Phone Number	Telephone number of first reference.	Char.	10
399	423	Name	Name of second reference.	Char.	25
424	448	Street Address 1	Line 1 of second reference.	Char.	25
449	473	Street Address 2	Line 2 of second reference.	Char.	25
474	489	City	City of second reference.	Char.	16
490	491	State	State of second reference.	Char.	2
492	500	Zip Code	Zip code of second reference.	Char.	9
501	510	Phone Number	Telephone number of second reference.	Char.	10
511	535	Name	Name of next-of-kin.	Char.	25
536	560	Street Address 1	Line 1 of next-of-kin.	Char.	25
561	585	Street Address 2	Line 2 of next-of-kin.	Char.	25
586	601	City	City of next-of-kin.	Char.	16
602	603	State	State of next-of-kin.	Char.	2
604	612	Zip Code	Zip code of next-of-kin.	Char.	9
613	622	Phone Number	Telephone number of next-of-kin.	Char.	10
623	647	Street Address 1	Line 1 of student's permanent address.	Char.	25
648	672	Street Address 2	Line 2 of student's permanent address.	Char.	25
673	688	City	City of student's permanent address.	Char.	16
689	690	State	State of student's permanent address.	Char.	2
691	699	Zip Code	Zip or postal code of student's permanent address.	Char.	9

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
700	709	Phone Number	Telephone number of student's permanent address.	Char.	10
710	710	Media Type	P = Paper E = Electronic	Char.	1

DL Exit Counseling Trailer Record

Length = 710

Pos FR	Pos TO	Data Element	Description	Field Format	Lth
1	10	Trailer Record Identifier	Identifies record as a trailer record. Must be "DL TRAILER". Uppercase and left-justified with one blank position after DL.	Char.	10
11	14	Data Record Length	Indicates length of the data record (right-justified). Must be "0710".	Char.	4
15	21	Record Count	Total count of records. Right-justified and prefilled with zeros.	Num.	7
22	710	Filler	Attribute to complete record length.	Char.	689

2.4 Direct Loan Format – Comma Delimited

The following represents the file layout for a comma delimited extract in the Direct Loan format. Fields with the potential of containing commas will be bound in double quotes in the results:

DL Exit Counseling Detail Record

Data Element	Description	Field Format
Student SSN	Student Social Security Number.	Char.
Comma	Comma	Char.
Student DOB	Student Date of Birth. CCYYMMDD	Date
Comma	Comma	Char.
Student Last Name	Student Last Name.	Char.
Comma	Comma	Char.
Student First Name	Student First Name.	Char.
Comma	Comma	Char.
Student Middle Initial	Student Middle Initial.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Completion Date	Date the student completed their exit counseling session. CCYYMMDD	Date
Comma	Comma	Char.
Completion Time	Time the student completed their exit counseling session. HHMMSSNN	Time
Comma	Comma	Char.
Borrower's acknowledgement of rights and responsibilities.	Yes or No.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of student's current address.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of student's current address.	Char.
Comma	Comma	Char.
City	City of student's current address.	Char.
Comma	Comma	Char.
State	State of student's current address.	Char.
Comma	Comma	Char.
Zip Code	Zip or postal code of student's current address.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's current address.	Char.
Comma	Comma	Char.
DL State	State the student's drivers license was issued in.	Char.
Comma	Comma	Char.
DL Number	Student's drivers license number.	Char.
Comma	Comma	Char.
Name	Employer of the student.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of student's employer.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of student's employer.	Char.
Comma	Comma	Char.
City	City of student's employer.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
State	State of student's employer.	Char.
Comma	Comma	Char.
Zip Code	Zip code of student's employer.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's employer.	Char.
Comma	Comma	Char.
Name	Name of first reference.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of first reference.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of first reference.	Char.
Comma	Comma	Char.
City	City of first reference.	Char.
Comma	Comma	Char.
State	State of first reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of first reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of first reference.	Char.
Comma	Comma	Char.
Name	Name of second reference.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of second reference.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of second reference.	Char.
Comma	Comma	Char.
City	City of second reference.	Char.
Comma	Comma	Char.
State	State of second reference.	Char.
Comma	Comma	Char.
Zip Code	Zip code of second reference.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of second reference.	Char.
Comma	Comma	Char.

Data Element	Description	Field Format
Name	Name of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of next-of-kin.	Char.
Comma	Comma	Char.
City	City of next-of-kin.	Char.
Comma	Comma	Char.
State	State of next-of-kin.	Char.
Comma	Comma	Char.
Zip Code	Zip code of next-of-kin.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of next-of-kin.	Char.
Comma	Comma	Char.
Street Address 1	Line 1 of student's permanent address.	Char.
Comma	Comma	Char.
Street Address 2	Line 2 of student's permanent address.	Char.
Comma	Comma	Char.
City	City of student's permanent address.	Char.
Comma	Comma	Char.
State	State of student's permanent address.	Char.
Comma	Comma	Char.
Zip Code	Zip or postal code of student's permanent address.	Char.
Comma	Comma	Char.
Phone Number	Telephone number of student's permanent address.	Char.
Comma	Comma	Char.
Media Type	P = Paper E = Electronic	Char.